



ARLINGTON, TEXAS

COMMUNITY SERVICES DEPARTMENT

Proposal Evaluation Emergency Shelter Grant

Organization Name:	
Project Name:	
Amount Requested:	Score:
Reviewer's Name:	Date:

Section 1: Organizational Capacity and Experience		30 Points	
	Value	Score	
<i>Organizational History and Capacity</i>			
Did the application adequately describe the organization's program history?	3		
Is the mission and experience of the agency consistent with the services proposed?	3		
Based on the applicant's response, how experienced is the program staff in administering the proposed program?	3		
To what extent is the applicant experienced with federal grants management (including City of Arlington ESG funds)?	3		
How adequately does the agency's current and proposed organizational structure and staffing lend itself to the ability to provide the services outlined in the proposal? See Program-Specific Organizational Chart in Tab B.	3		
Using the information provided in Tab B, does the information on the organizational chart match the resumes that are included? Are there resumes included for the positions listed on the budget forms?	3		
<i>Performance and Monitoring</i>			
Did the applicant meet the planned number of clients served? Did the applicant adequately describe any concerns found during their last monitoring visit? Did the applicant complete all mandated corrective actions? If not, did the applicant adequately describe why? If applicant has never provided this service, do they adequately describe the results of a similar project? If applicant has never provided this service or something similar award zero points.	3		
Has the applicant ever been required to pay back Federal funds for violation of regulations? If not, award full three points. If so, award zero points.	3		
<i>Board Capacity</i>			
Did the applicant adequately describe the organization's requirements to be a board member? Does the process for determining the membership needs of the board adequately show an attempt to recruit diverse board members? Are board members adequately trained and oriented to the agency?	3		
How well does the organization's Board of Directors represent the clients served by the organization?	3		
Section 1 Subtotal		30	

Section 2: Evidence of Need/Non-Duplication & Collaboration		30 Points	
	Value	Score	
<i>Priorities</i> – Does the program meet a <i>City of Arlington Consolidated Plan Priority</i> objective? If yes, award 3 points. If the program does not meet any objective, award 0 points.	3		

Eligibility Information & Project Need and Beneficiaries - How adequately did the applicant indicate the proposed activities and the primary beneficiaries of the proposed program? Did the applicant indicate the total number of persons to be served?	5	
Need – Did the applicant adequately demonstrate a need for the proposed program? Is the statistical data current? Did the applicant provide sources for their data?	10	
Non-Duplication & Collaboration – Did the applicant adequately describe how the proposed service is different or unique from other similar programs? How well does this program collaborate with other Public Service programs in the City of Arlington to provide this service?	7	
Financial Leverage – Has the applicant applied for and/or secured funding from other sources to support the majority (51% or more) of the total program cost?	5	
Section 2 Subtotal	30	

Section 3: Statement of Work/Performance Objectives		30 Points
	Value	Score
Work Plan – How sufficient is the applicant's plan regarding program design and development, and the implementation of the proposed program, including how adequately did the applicant provide the following information: <ul style="list-style-type: none"> • service activity plan of action for each Service Component; • intake procedures and eligibility documentation; • program location(s) and hours of operation; • outreach plan for clients and volunteers; • program evaluation plan; and • program specific procedures and guidelines. How well does the work plan reflect a complete and realistic plan of action to complete the work outlined in the RFP?	10	
Timeline – Did the applicant provide a detailed timeline that reflects program activities (benchmarks) and events that will occur during each quarter of the award period? Has the applicant included time for implementation and evaluation of the program?	3	
Involvement of Homeless or Formerly Homeless Person(s) – Did the applicant adequately describe how they will involve at least one homeless or formerly homeless person(s) in a <i>policy-making function</i> with the organization? Did the applicant adequately describe how they will involve homeless person(s) in the <i>operation</i> of the ESG-funded program?	7	
Performance Measurement System – Are program outcomes consistent with the goals which address the described need? Did the applicant adequately complete the Performance Measurement System? Does the Performance Measurement System include measurable outcomes?	10	
Section 3 Subtotal	30	

Section 4: Budget and Budget Narrative		10 Points
	Value	Score
Cost per Person – Does the Cost per Person seem reasonable?	5	
Fiscal Management – Did the applicant describe an adequate overall fiscal management system?		
Program Budget – Is the proposed budget complete and all arithmetic correct?		
Budget Narrative – Is the amount of administrative overhead consistent with definition and clearly justified vs. direct service costs?	5	
Section 4 Subtotal	10	

Additional Items of Consideration

	Yes	No
How well did the applicant follow the application guidelines:		
• Is the cover sheet complete?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the application checklist complete?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the applicant information page complete?	<input type="checkbox"/>	<input type="checkbox"/>
• Did the applicant follow the page limit?	<input type="checkbox"/>	<input type="checkbox"/>
• Did the applicant use the correct font size	<input type="checkbox"/>	<input type="checkbox"/>
• Did the applicant follow the margin limit?	<input type="checkbox"/>	<input type="checkbox"/>

Reviewer's Comments: